

## **TOWN THEATRE, INC.**

**January 26, 2016 Highland Municipal Building 6:30 p.m.**

### **Pledge of Allegiance**

The Board of Directors of the Town Theatre, Inc. began their meeting with the Pledge of Allegiance.

### **Roll Call and Introduction**

Present on roll call included the following Town Theatre Board Members: Keith Bruxvoort, Dan Dunn, Bruce Leep, Michael Maloney and Tracy Oprea. Councilman Dan Vasser. Counsel for the Board present, Rhett Tauber. Cecile Petro, Redevelopment Director was also present, as well as Greg Kuzman. Other attendees: Bill Leep. Absent: Dawn Diamantopoulos

### **Correspondence/Communications**

January 11, 2016 letter from the Indiana Bicentennial Commission.

### **Minutes**

Keith Bruxvoort made a motion to accept the minutes as written for December 10, 2015 from the “regular meeting.” Michael Maloney seconded the motion. **Motion carried by unanimous voice vote.**

### **Timeline for Construction and Operations**

- A. Update on the Timeline for Construction and Operation. Greg Kuzman updated the board, advising that since the contract was signed, the design process has begun. The Redevelopment Commission has been proactive in giving feedback about the goals of the facility. The Building Commissioner recently visited the theatre and requested the structural engineer prepare a report on the facility to make sure the building is structurally sound. The Structural Engineer recommended shoring up the two trusses that were not shored and add additional fortification to the other two trusses that were shored last year. Then they will shore the north and south walls. Once the schematic design is done the Redevelopment Commission will have a better idea of the cost and timeframe for the theatre project. Discussion was held regarding the need for the building to be profitable and successful from day 1. Greg Kuzman noted functional considerations need to be met in the renovation process and prior meetings between Greg Kuzman, Michael Maloney, Tracy Oprea and Jim Kessler facilitated the same.
- B. Town Theatre Operations – Progress of Committees
  - I. By-laws. Nothing to report.
  - II. Nominating Committee: Members include Dawn Diamantopoulos, Michael Maloney and Bruce Leep. Michael and Bruce advised they are still working on nominations and will have the same determined by our February 23, 2016 meeting. Michael did note that 2016 will be our first year as we did not off the ground until

the last half of 2015. Town Council has acted on and determined their appointed seats, which are the seats held by Keith Bruxvoort and Michael Griffin.

Dan Dunn has been reappointed to the Theatre Board via Motion by Michael Maloney and seconded by Bruce Leep. **Motion carried by unanimous voice vote.** Bruce asked for any further nominations to fill the two (2) remaining seats.

**Volunteer Committee:**

There are approximately 503 volunteers to date.

**Programming Committee:** A chair is needed for the programming committee. Cecile Petro is going to go through the volunteer list to get an idea of who might be interested.

**Membership:**

We have 531 members and have raised \$20,669.00 in membership fees. The Committee Chair, Tracy Oprea, advised the Membership Committee did not meet in January as two of the four members had conflicts as one member was out of the country and another member has a passing in her family.

**Technical Operations:**

Nothing to report.

**General Operations:**

Nothing to report.

**Maintenance:**

Nothing to report.

**Finance:**

Keith Bruxvoort provided an update pertaining to the Board's financials. As of 1/26/16, the income balance is \$41,560.21. Keith advised he continues to go to our P.O. Box regularly and we are still receiving membership applications and fees. With regard to having a payment option on our website, Keith is still looking into Q – Give. He has reached out to Robin Carlascio on several occasions regarding the same without avail.

A Motion was made by Bruce Leep to accept the financial report, said motion was seconded by Michael Griffin. **Motion carried by unanimous voice vote.**

**Publicity/Marketing/Website/Social Media**

We have over 1,000 likes on our Facebook Page.

**Fundraising:**

Members discussed the idea of having more notecards made and seeing if the Visitor's Center will let us sell them at that location. Cecile Petro will contact the Visitor's Center to inquire as to the same. Other fundraising ideas are on hold until the Town Council approves moving forward and

allows the Redevelopment Commission to bond to cover construction costs, and blueprints are available to show the public.

**Open to the Public:** Nothing to report.

**Adjournment:**

Bruce Leep made a motion to adjourn the meeting and Dan Dunn seconded the same. Meeting adjourned at 7:34 p.m.

**Next Meeting:** The next meeting is scheduled for February 23, 2016 at 6:30 p.m.

Respectfully submitted,

Tracy S. Oprea, Secretary  
Town Theatre, Inc.